



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 1.15

TITLE: FIREARMS TRAINING PROGRAM / FIREARMS QUALIFICATION

SERIES: 1 - ADM

SERIES TITLE: ADMINISTRATION

TOPICS / REFERENCE: FIREARMS, FIREARMS QUALIFICATION, FIREARMS TRAINING, QUALIFICATION, TRAINING

APPENDICES: A, B, C, D

ORIGINAL EFFECTIVE / ISSUE DATE: OCTOBER 24, 2005

DATE OF LAST REVISION: SEPTEMBER 25, 2018

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

POLICY:

It is the policy of the Rockford Police Department to maintain a pro-active Firearms Training and Qualification program.

PURPOSE:

The purpose of this General Order is to establish procedures for the training and qualification of sworn officers in the use and safety of On-Duty and Off-Duty weapons.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This order is comprised of the following numbered sections:

- I. GENERAL PROCEDURES**
- II. RESPONSIBILITIES OF THE TRAINING UNIT**
- III. RESPONSIBILITIES OF BUREAU COMMANDERS**
- IV. RANGE SAFETY AND CONDUCT**
- V. RESPONSIBILITIES OF OFFICERS**
- VI. FIREARMS OWNER'S IDENTIFICATION CARD INFORMATION**

APPENDICES:

A. [Department Qualification Course of Fire – Handgun](#)

B. [State of Illinois mandatory annual active duty and retired officer handgun qualification course of fire](#)

C. Forty (40) Round AR-15 Rifle Qualification Course of Fire – (AR-15)

D. Secondary/Off-Duty Firearm Qualification Course

I. GENERAL PROCEDURES:

- A.** All officers will participate in Firearms Training Sessions, including Command Staff personnel. Excused absences will be allowed for the following reasons:
1. Training dates are on officers regularly scheduled days off;
 2. Officer is attending court;
 3. An officer is on vacation;
 4. Officer has been assigned a special assignment without enough notice to reschedule the training;
 5. An officer is attending a Department authorized school, or is on authorized leave of absence;
 6. An officer has a medical excuse;
 7. An officer is on administrative leave; and
 8. Civil emergency.
- B.** All officers are required to qualify during designated qualifications. The four mandatory qualifying courses of fire are:
1. Department/State Qualification Course of Fire ([Appendix A](#) and [Appendix B](#));
 2. Low Light Qualification Course of Fire as determined by the Training Unit;
 3. Forty (40) Round AR-15 Rifle Qualification Course of Fire ([Appendix C](#)); and
 4. Secondary/Off-Duty Firearm Qualification Course of Fire ([Appendix D](#)) if Officers wish to carry a Secondary/Off-Duty firearm as described in General Order 1.20 – Department Firearms and Ammunition.
- C.** Officers must qualify with the make, model, and caliber weapon they carry on duty. Officers who carry a secondary or off-duty weapon will be required to qualify annually with such weapon(s):
1. Only weapons authorized for On-Duty and Secondary/Off-Duty carry as described in General Order 1.20 – Department Firearms and Ammunition will be used during training sessions and open shoots;
 2. See Appendices of this Order for the Department Qualification Course of Fire for each of the following:
 - a. Department/State Qualification Course of Fire – [Appendix A](#) and [Appendix B](#);

- b. 40 Round Rifle Qualification Course of Fire – [Appendix C](#); and
- c. Secondary/Off-Duty Firearm Qualification Course of Fire – [Appendix D](#).

- 3. Officers will draw and fire weapons only as directed by Range Officers;
- 4. The minimum acceptable qualification score required to pass a scheduled qualification training session will be 70%;
- 5. The minimum acceptable qualification score is approved by the Illinois Local Governmental Law Enforcement Officers Training Board; and
- 6. Assigned Range Officers will score targets.

D. Failure to Qualify With Firearms:

- 1. All officers authorized to carry firearms shall be required to qualify with each authorized firearm they carry on an annual basis;
- 2. All officers shall be graded on a pass/fail basis for qualification;
- 3. Any officer who fails to initially qualify with any firearm shall be given second opportunity to qualify with that firearm. Failure of the officer to re-qualify a second time will result in that officer receiving remedial firearms training from a Department firearms instructor. After the remedial instruction, the officer will have a third opportunity to qualify. If the officer fails to qualify a third time, he or she will lose the privilege to carry that firearm until he or she returns and successfully passes the qualification course, if the firearm was a Secondary/Off Duty firearm. The officer, however, may remain on regular duty assignment if qualified to carry his or her primary duty weapon;
- 4. Any officer failing to qualify a secondary weapon, off-duty weapon and/or specialty weapon during a required qualification shoot and is found carrying or using such weapon(s) on or off duty, will face disciplinary action;
- 5. If the weapon is the officer's primary duty weapon, the officer will be immediately provided a second opportunity to attain the minimum acceptable qualification score;
- 6. If the officer is unable to attain the minimum acceptable qualification score during their second attempt, they will be immediately reassigned to non-enforcement duties and advised that a mandatory remedial training session will be scheduled for them;
- 7. Within one week of their failure to qualify, the Training Section will schedule a four-hour remedial firearm training session for the officer. The range officer will document the training methods used in remedial training;
- 8. The officer will be given three opportunities to attain a minimum acceptable qualification score during their remedial training session;
- 9. If the officer is unable to attain the minimum acceptable qualification score during remedial training, the Commander of the Administrative Services Bureau will be notified and the officer's individual situation will be reviewed; and
- 10. The Commander of the Administrative Services Bureau will advise the Chief of Police on appropriate action to be taken up to and including

ordering a fitness-for-duty evaluation. The Chief of Police will decide on the final action to be taken.

- E. Officers will train to fire weapons in a variety of environmental conditions and circumstances including indoor/outdoor and daylight/low-light. Examples of firearms training includes, but is not limited to, the following:
 - 1. Department Qualification Course of Fire (See [Appendix A](#));
 - 2. Low Light/Red Light conditions – Handguns;
 - 3. Outside Tactical Shoot in the elements to include:
 - a. Moving targets/reactive targets;
 - b. Shooting and moving/use of cover; and
 - c. Rifle Qualifications/AR-15. (See [Appendix C](#)).
 - 4. Discretionary Target Training may include:
 - a. Discretionary targets;
 - b. Use of Force Simulator;
 - c. Simulations scenario based training; and
 - d. Other improved forms of discretionary targets approved on a case by case basis.
- F. Officers will receive training in the Response to Resistance, to include Deadly Force in accordance with General Order 1.06 – Response to Resistance, during the Department’s scheduled outside tactical firearms qualification shoot and physical encounter control training session.

II. RESPONSIBILITIES OF THE TRAINING UNIT:

- A. The Training Unit is responsible for scheduling all firearms training sessions.
- B. The Training Unit Supervisor is the designated Range Master.
- C. The Training Unit Supervisor will notify each Bureau Commander, District Commander, Officer In Charge (OIC) and Special Unit Supervisors in writing of all scheduled training.
- D. The Training Unit Supervisor will notify each Bureau Commander, District Commander, OIC and Special Unit Supervisors in writing, within two working days of the conclusion of the scheduled training session, of any officers under their command who failed to attend scheduled training sessions. The notice will also include an assigned make-up date for the affected personnel.
- E. The Training Unit Supervisor will notify the Commander of the Administrative Services Bureau in writing, within two weeks of the conclusion of the scheduled training session, of all unexcused absences for the scheduled training session, the number of unexcused absences for those officers during the calendar year, and the average score for all personnel year-to-date.

- F.** The Training Unit is responsible for keeping accurate records of firearms training and scores.
- G.** The Training Unit Supervisor will submit a written report to the Commander of the Administrative Services Bureau pertaining to those officers who fail to qualify. Included in this report will be recommended course of action to rectify the problems the officer may be experiencing with firearms qualification.
- H.** The Administrative Services Bureau Commander will review reports of any officer failing to qualify as described in **Section I., D.** of this order, and will make recommendations to the Chief of Police with regards to disciplinary action and fitness-for-duty evaluations.

III. RESPONSIBILITIES OF BUREAU COMMANDERS:

- A.** Each Bureau Commander, District Commander, OIC, Training Unit Supervisor or their designee, will advise and, schedule officers to attend mandatory qualification or open-shoot training sessions.

IV. RANGE SAFETY AND CONDUCT:

- A.** Every officer is responsible for their safety as well as the safety of all other persons present while on the range.
- B.** Range Officers are in command of all personnel regardless of rank. Willful disobedience of established rules and regulations or directions and orders from Range Officers cannot be allowed, and will be grounds for possible disciplinary action while on the range:
 - 1.** Such conduct includes, but is not limited to, unsafe weapons handling, intentionally shooting targets not assigned you, failure to obey range commands, use of other than authorized weapons or ammunition, or any other action that may be deemed as unsafe to any person present.
- C.** Loading and unloading weapons will take place only in designated areas. The only time a weapon is to be un-holstered in the cleaning area is during the cleaning process after a shoot or at the direction of a Range Officer or Armorer.
- D.** All personnel shall wear eye protection, ear protection, and a ballistic vest during firearms training and/or qualifications.
- E.** Violation of any part of this section requires the Range Officer to submit a written report to the Training Unit Supervisor explaining the details and circumstances of the incident.

V. RESPONSIBILITIES OF OFFICERS:

- A. Each officer will comply with all provision of this General Order regardless of rank or duty assignment.
- B. Each officer will shoot and qualify with the same make, model, and barrel length of the weapon they carry while on duty or off-duty:
 - 1. Each officer normally carrying a Secondary/Off-Duty weapon will report this information to the Range Officer when qualifying for annual qualification (See General Order 1.20 Department Firearms and Ammunition).
- C. Whenever an officer purchases an authorized weapon to be carried on duty or as a secondary or off-duty weapon, they must contact the Training Unit and register the weapon in the Department's firearm database. The officer must then qualify with said weapon and any authorized accessories prior to being allowed to carry the weapon in any capacity (See General Order 1.20 Department Firearms and Ammunition).

VI. FIREARM OWNER'S IDENTIFICATION CARD INFORMATION:

- A. Although personnel of the Rockford Police Department are not required to possess a valid Firearm Owner's Identification card, [50 ILCS 725/7.2](#) of the Illinois Compiled Statutes states an employer of an officer shall not make possession of a Firearm Owner's Identification Card a condition of continued employment if the officer's Firearm Owner's Identification Card is revoked or seized because the officer has been a patient of a mental health facility and the officer has not been determined to pose a clear and present danger to himself, herself, or others as determined by a physician, clinical psychologist, or qualified examiner.

ALL GENERAL ORDERS REMAIN IN EFFECT UNTIL REVISED OR RESCINDED.

ANY MEMBER OF THE DEPARTMENT MAY, BY VIRTUE OF EXPERTISE OR POSITION OF FUNCTION, BE DESIGNATED TO AUTHOR OR PROVIDE SOURCE MATERIAL FOR A WRITTEN DIRECTIVE. THE OVERALL AUTHORITY TO ISSUE, MODIFY OR APPROVE WRITTEN DIRECTIVES IS DESIGNATED TO THE CHIEF OF POLICE. HOWEVER, AUTHORITY AND RESPONSIBILITY TO ISSUE DIRECTIVES IS DELEGATED TO THE FOLLOWING.

ALL GENERAL ORDERS ARE SCHEDULED TO BE REVIEWED ANNUALLY BY THE GENERAL ORDER REVIEW COMMITTEE AND WHEN NECESSARY, REVISED OR CANCELED IN ACCORDANCE WITH THE PROCEDURES FOR REVIEWING WRITTEN DIRECTIVES ESTABLISHED IN GENERAL ORDER 1.10 – WRITTEN DIRECTIVES.

ALL NEW AND REVISED GENERAL ORDERS SHALL BE APPROVED BY THE

CHIEF OF POLICE BEFORE ISSUE/REISSUE.

ANY EMPLOYEE WITH SUGGESTIONS FOR REVISIONS AND/OR IMPROVEMENTS TO THIS ORDER ARE ENCOURAGED TO SUBMIT THEIR IDEAS TO THEIR RESPECTIVE DISTRICT COMMANDER OR BUREAU CHIEF.

BY ORDER OF

09/25/2018

Daniel G. O'Shea

Chief of Police